

R24UG: Academic Regulations



Applicable for the Undergraduate programmes in the Schools of Technology

(Wef 2024-25 Admitted Batch)

(Presented in the 29th Academic Council and updated up to July 2024)

Table of Contents

PREAMBLE	5
1. About GITAM	6
1.1. Introduction.....	6
1.2. Vision.....	6
1.3. Mission.....	6
1.4. Quality Policy.....	6
2. Purpose & Scope of the Regulation	6
3. Rights & Responsibilities.....	7
3.1. Student Rights.....	7
3.2. Student Responsibilities.....	7
4. Programmes Offered.....	8
4.1. Minimum and Maximum Duration of the Programmes.....	8
4.2. Flexibility to move from one Programme of study to another.....	8
5. Admissions.....	8
5.1. Student Classification	9
5.1.1. Regular Admission.....	9
5.1.2. Admission Eligibility criteria	9
5.1.3. Lateral Admission	9
5.1.4. Inter-University Transfer of Admission.....	10
5.1.5. International Student Admission	11
5.1.5.1. Categories of International Students.....	11
5.1.5.2. Eligibility criteria	11
5.1.5.3. Selection Criteria	12
5.1.6. Scholarship Policy.....	12
5.1.6.1. Scholarship regulations.....	12
6. Academic System	13
6.1. Academic Structure	13
6.2. Academic Term.....	13
6.3. Academic Calendar.....	14
6.4. Academic advice.....	14
6.5. School Level Advisory Committee.....	15
6.5.1. Responsibilities of the School Level Advisory Committee	15
6.6. Programme Head	15
6.7. School Committee (SCOM).....	15
6.7.1. Responsibilities of the School Committee.....	16
6.8. Programme Committee (PCOM)	16
6.8.1. Responsibilities of the Programme Committee	16
6.9. Course Committee (CCOM).....	16
6.9.1. Responsibilities of Course Committee	16
7. Curriculum	17
7.1. Curriculum preparation	17
7.2. Programme Code.....	18
7.3. Structure of the Programme.....	18

7.4.	Courses and credits	18
7.5.	Flexible Credit System	19
7.6.	Course Specifications	19
7.6.1.	Course code	19
7.7.	Minimum number of credits	19
7.8.	Course classification	20
7.8.1.	University Core (UC)	20
7.8.2.	Faculty Core (FC)	20
7.8.2.1.	Internship	20
7.8.2.2.	Research Project	21
7.8.2.3.	Capstone Project	21
7.8.3.	Programme Core (PC)	21
7.8.4.	Elective courses	21
7.8.4.1.	Programme Elective	21
7.8.4.2.	Open Elective	22
7.9.	MOOCs	22
7.9.1.	Establishment of equivalency and credit transfer	22
8.	Academic Delivery	22
8.1.	Course Plan	22
8.2.	Pre-requisites	23
8.3.	Minimum and Maximum load	23
8.4.	Course Registration	23
8.4.1.	Adding and dropping of courses	24
8.4.2.	Late Registration	24
8.4.3.	Withdrawal from a course	24
8.4.4.	Withdrawal from the term	24
9.	Grades and grading system	25
9.1.	Absolute Grading	25
9.1.1.	Exemption from Absolute Grading	25
9.1.2.	Grade points and symbols in absolute grading	25
9.2.	Relative Grading	27
9.3.	Computing Grade point averages (SGPA, CGPA)	28
9.4.	Calculation of CGPA	28
9.4.1.	Incomplete (I) Grade	28
9.4.2.	Repeat (R) grade	29
9.4.3.	Withdrawal (W) grade	29
9.5.	Award of class	29
10.	Evaluation system	29
10.1.	Assessment Procedure	29
10.1.1.	Theory	29
10.1.2.	Practical	30
10.1.3.	Combined Courses	30
10.1.4.	Capstone Project & Research	30
10.1.5.	Internship	30
10.1.6.	Non-graded courses	30

11.	Results	30
11.1.	Withholding of Results	31
11.2.	Grade appeals/ Re-totaling/ Re-evaluation.....	31
11.3.	Viewing of Answer Script and Challenge Evaluation	31
11.4.	Re-registration of courses.....	31
11.4.1.	Failure to obtain a satisfactory grade.....	31
11.4.2.	Betterment of Grades.....	31
12.	Academic Progression	32
12.1.	Attendance policy	32
12.2.	Academic break.....	32
12.3.	Academic probation	32
12.4.	Minimum standards for academic promotion	32
12.5.	Readmission	33
13.	Leave Policy.....	33
13.1.	Representing the University/Country.....	33
13.2.	Medical Emergency.....	33
13.3.	Personal leave of absence	34
13.4.	Parental leave of absence.....	35
14.	Degree Requirements	35
14.1.	Degree Requirements in the school of Technology.....	35
14.2.	Additional Learning	35
14.2.1.	Minor Programme.....	36
14.2.1.1.	Rules and regulations for Minor programme.....	36
14.2.2.	Honors programme in Technology.....	36
14.2.2.1.	Rules and regulations for Honors programme in Technology	36
15.	Award of the degree.....	37
16.	Conduct and Discipline.....	37
16.1.	Classroom conduct.....	37
16.2.	Academic Honesty	38
16.2.1.	Violation of Academic Policy.....	38
16.2.2.	Disciplinary regulations.....	38
17.	Grievance Redressal System.....	39
17.1.	Supporting documents upload (if any).....	39
18.	Academic Bank of Credits.....	39
18.1.	Implementation of the ABC scheme.....	40
18.1.1.	Minimum number of credits to be secured at GITAM	40
18.2.	Validity of stored credits in ABC.....	40
18.3.	ABC-Grievance Redressal Mechanism	40
18.4.	Admission in individual courses.....	40
	Definitions.....	41
	ANNEXURES.....	43

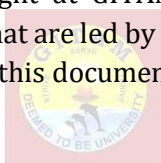
PREAMBLE

GITAM (Deemed to be University) focuses on providing a progressive and versatile learning environment for the students in their chosen programmes, thus contributing to the general well-being of society at large.

Given the aspirations and multitalented capabilities of the present generation of students, a learner-centric approach is adopted at GITAM. The required essentials are identified, and the students are guided by teams skilled in various fields such as academics, sports, cultural activities, entrepreneurship, etc. The goal is to provide a holistic learning experience, enabling students to gain command and progress toward excellence in their chosen field and become socially responsible citizens.

In this rapid digital evolution era, the role of a university is crucial to producing graduates with the required skills. Current-generation graduates need to collaborate with teams in a multidisciplinary environment to solve complex problems and possess communication, critical thinking, and technology skills. To produce graduates who will contribute once they leave the portals of the University, GITAM collaborates with several organizations, providing a platform for the students to acquire the necessary skills. GITAM updates its curriculum, mode of delivery and assessment tools with the current practices from around the globe.

This document provides an insight into the academic culture of the University, procedures and regulations of the courses taught at GITAM. The regulation is designed to deliver memorable experiences to courses that are led by instruction. All students are expected to be familiar with the regulation given in this document and the subsequent revisions, which are released from time to time.



1. About GITAM

1.1. Introduction

Gandhi Institute of Technology and Management, popularly known as GITAM, was founded in 1980 by an inspired group of eminent intellectuals and industrialists of Andhra Pradesh led by Dr. M. V. V. S. Murthi, former Member of Parliament, and popular philanthropist. The vision of MAHATMA, the Father of the Nation, was to see India as a socially and economically resurgent country, and the MAHATMA looked upon education as an important means to achieve this goal. He envisaged universities as institutions of higher learning that transcend all linguistic, racial, and other barriers. GITAM is committed to imbibing MAHATMA's values and abiding by his philosophy.

1.2. Vision

GITAM will be an exceptional knowledge-driven institution advancing on a culture of honesty and compassion to make a difference to the world.

1.3. Mission



- Build a dynamic application-oriented education ecosystem immersed in holistic development.
- Nurture valuable futures with global perspectives for our students by helping them find their ikigai.
- Drive impactful integrated research programmes to generate new knowledge, guided by integrity, collaboration, and entrepreneurial spirit.
- Permeate a culture of kindness within GITAM, fostering passionate contributors.

1.4. Quality Policy

To achieve global standards and excellence in teaching, Research, and consultancy by creating an enabling environment in which the faculty and students share a passion for creating, sharing and applying knowledge to continuously improve the quality of education

2. Purpose & Scope of the Regulation

GITAM's Academic regulation provides a framework for the functioning of programmes of study in the University. The regulation includes procedures and practices that are to be followed to ensure academic standards in the University. The Academic Council (AC) approves the regulations of GITAM. This regulation may be amended with the approval of

the Academic Council to meet evolving conditions. This regulation will come into effect from the Academic Year 2024-25. GITAM, at its discretion, may introduce changes during a session where it is necessary because of the changed circumstances or mandated to do so by the statutory bodies. Communications regarding amendments to the regulation will be published on the University website and sent through the University mail system. For messages received from any other mode of communication, the student has to verify the authenticity by visiting the University website. Students must follow the amended regulation as they might impact the process for the award of the degree.

This regulation applies to all GITAM undergraduate programme students in the School of Technology.

3. Rights & Responsibilities

As a member of the GITAM family, students can expect to be a part of an engaging, challenging, creative, and innovative environment. A student is expected to be aware of all the rules and processes of the University.

The students shall have certain rights and responsibilities which are not limited to:

3.1. Student Rights

- The right to pursue education in a secure environment by not being subjected to harassment and discrimination.
- Access to high-quality academic and infrastructure resources.
- Access to activities beyond the classroom that support holistic development, including intellectual and personal.
- The right to freedom of expression and association with other organisations while not interfering with the rights of others.
- Access to mental wellness service programs.
- Right to access student bodies/clubs based on the policies and guidelines currently enforced by these organizations.
- Expect timely and polite responses from the University's academic and administrative departments.

3.2. Student Responsibilities

- Respect and act consistently with the values, rules, and regulations of the University.
- Obey government rules and regulations.
- Carry oneself in a manner that contributes to an atmosphere of learning and free expression.
- To become familiar with course outlines, content, evaluation methods, timelines, and procedures.

- Resolve academic and personal problems by communicating with personnel from Academic Affairs and Student Life.
- Keep the University authorities informed of any changes in personal status and contact information, including guardians/ parents.
- Strictly adhere to all health and safety procedures outlined for classrooms, laboratories, field trips, sports, and cultural activities.
- Be acquainted with the academic regulations and keep abreast of the updates in the regulations.
- Familiarity with published information that will allow the selection, by due deadlines, of the appropriate paths of academic study

4. Programmes Offered

This regulation is applicable to the list (Annexure – I) of undergraduate programmes in the School of Technology.

4.1. Minimum and Maximum Duration of the Programmes

The Undergraduate programme is for four (4) years with multiple exit and re-entry options after the first semester. However, the 4-year Bachelor's degree programme shall be a preferred option since it would provide the opportunity to experience the full range of holistic and multidisciplinary education in addition to a focus on the chosen programme core and elective courses as per the choice of the student.

The maximum duration of the programme is N+2 years, where N stands for the minimum duration of the programme as mentioned in Annexure - I.

4.2. Flexibility to move from one Programme of study to another

Students can move from the chosen Programme to another programme upto the commencement of third semester subject to availability of seats. These requests shall be entertained before the start of the semester. However, such students need to satisfy the admission requirements, go through the process of establishing the course equivalency for credit requirements and pay the applicable programme fee.

5. Admissions

The admission policy and procedure align with the requirements of University Grants Commission (UGC) guidelines, AICTE, and the Ministry of Education (MoE), Government of India. The number of seats in each degree programme is determined by the approval process from the concerned regulatory body.

To be eligible for admission into Undergraduate programmes at GITAM, the applicant must fulfill the prescribed eligibility criteria and satisfy the requirements specified by GITAM admission regulations and guidelines of statutory bodies.

Admission is based on merit, which includes the performance in the GITAM Admissions Test (GAT) conducted by the University / specified state or national level entrance examinations and others, as specified in the admission policy. The University does not discriminate based on gender, race, religion, disability or nationality. GITAM reserves the right to admit any candidate based on the criteria specified in the admission Policy.[\(link\)](#) Admissions are also available for Non-Resident Indians and foreign citizens who meet the GITAM admissions eligibility criteria.

The counseling schedule will be announced in the media, and the selected candidates will be admitted into the programme of their choice based on the availability of seats.

5.1. Student Classification

The students are admitted into GITAM in the following modes based on the admission process.

5.1.1. Regular Admission

- Admission is considered regular if a student of Indian nationality is admitted in the programme's first semester through the GITAM admission test or through any national level entrance exam approved by the Directorate of Admissions.
- For a GITAM degree to be awarded, the student must complete the terminal year in GITAM, unless the student is a member of twinning programmes approved by GITAM.
- International students will be admitted based on the eligibility criteria set for the Indian residents by GITAM, except in programmes administered by professional councils.
- Exceptions in criteria for admissions will have to be approved by the individual Board of Studies (BOS).

5.1.2. Admission Eligibility criteria

The eligibility criteria for various programmes under the School of Technology can be referred [here](#)

5.1.3. Lateral Admission

- Admission is considered regular if a student of Indian nationality is admitted in

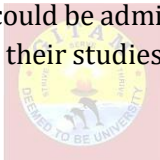
the programme's third semester after completing their diploma programme in recognized institutes.

- The prospective student must satisfy the admission criteria for a specific programme at GITAM.
- Admission will be considered for the undergraduate programme of the respective stream/specialization up to 10% of the approved intake plus the unfilled vacancies of the First year of the programme.
- Lateral Entry students shall not be allowed in the Foreign Collaboration and Twinning Programme.

5.1.4. Inter-University Transfer of Admission

Inter-University Transfer of Admission is permissible at the beginning of an academic session under the following circumstances subject to the availability of seats.

- Students already pursuing an undergraduate programme in a recognized Higher Education Institute (HEI) could be admitted into GITAM without appearing for the entrance exam to continue their studies by submitting the following while seeking admission
 - Migration certificate
 - Grade card/Marks Memo
 - "No objection certificate" from the concerned Institute/ University where the candidate completed part of the programme.
 - Syllabus copies, educational certificates, and other relevant documents like Regulations of the concerned Institute/ University where the candidate completed part of the programme.
- The prospective student must satisfy the admission criteria for a specific programme at GITAM.
- The prospective student should have earned at least 50% of the credits in the earlier institution of study(s), which are due at the time of seeking admission
- However, a minimum of 50% of the credits for the programme must be completed in GITAM to earn the degree from GITAM. The Board of Studies (BoS), which manages the programme, shall establish equivalency based on the marks/credits obtained in the courses in the previous HEI. Regarding the courses in GITAM for which an equivalence could not be found, the candidate must earn the credits by registering for the courses at GITAM by paying the prescribed fees.
- Any student who is admitted into GITAM and continuing a programme can avail themselves of a break and reenter the programme and continue to finish subject to meeting the stipulated maximum duration of the programme.



- If the credits allotted for a course studied by the candidates elsewhere are less than the allotted credits of the corresponding courses in GITAM, the candidates will be required to repeat such courses, and secure at least a passing grade in GITAM after admission.
- Notification of the equivalency issued by the Registrar shall contain:
 - The courses for which equivalency is established.
 - The courses prescribed to study in GITAM.
- Candidates shall be issued semester Grade cards for the prescribed courses only. Provisional Certificate cum Memorandum of Grades (PCMG) and CGPA shall include the grades obtained by the candidate for the courses studied at GITAM.

5.1.5. International Student Admission

GITAM admits students under Foreign Nationals (FN)/ Overseas Citizen of India (OCI) / Children of Indian Workers in Gulf Countries (CIWGC) and NRI category as follows.

- Five (5) % of seats within the "Approved Intake" for each programme is allowed for admission under NRI category.
- 15 % of Supernumerary Seats over and above the "Approved Intake" for each programme is allowed for admission under FN / OCI / CIWGC category. 1/3rd of these 15 % seats shall be reserved for the CIWGC category
- GITAM admits Indian and International students with the qualifications recognised by the Association of Indian Universities (AIU), New Delhi / UGC.

5.1.5.1. Categories of International Students

- NRI: The candidate who is an Indian Citizen who is ordinarily residing outside India and holds an Indian Passport.
- Foreign National: The candidate who is the Citizen of the Countries other than India who are not of Indian origin as defined under OCI.
- OCI: The candidate who is a Foreign national, who was eligible to become Citizen of India on 26.01.1950 or was a Citizen of India on or at any-time after 26.01.1950 or belonged to a territory that became part of India after 15.08.1947. Minor children of such people are also eligible for OCI. However, if the Applicant had ever been a Citizen of Pakistan or Bangladesh, he/ she will not be eligible for OCI.
- CIWGC: The candidate whose parents are working in Gulf countries is eligible under this category.

5.1.5.2. Eligibility criteria

- The medium of instruction in GITAM is English. Aspiring students are expected to be proficient in English. One of the qualifying examination subjects must be English for admission to the programmes GITAM

- For Undergraduate programmes, the students are expected to have completed twelve (12) years of study, similar to the Indian school education system
- They must present a certificate of permission from the School and certification from the Association of Indian Universities (AIU) / UGC
- If a student is not proficient in English as deemed by the University's tests, they will be required to take supplementary courses to improve their English proficiency.
- International students will be admitted based on the eligibility criteria set for the Indian residents by GITAM, except in programmes administered by professional councils. Exceptions in criteria for admissions will have to be approved by the individual Board of Studies (BOS).

5.1.5.3. Selection Criteria

- The admission is based on Test Scores such as SAT or IND SAT(UG) for admission to undergraduate programmes.
- If test scores are unavailable, admission to the programme is based on previous academic grades and Interviews.

5.1.6. Scholarship Policy

GITAM offers scholarships/financial assistance to the candidates based on marks/ranks obtained in GAT and other common entrance tests conducted at the state and national level for admission into the undergraduate programmes. The current scholarship details can be referred [here](#)



5.1.6.1. Scholarship regulations

Scholarships are awarded to prospective students to recognize their achievements in Academics, Sports, Culture and diversity criteria decided by the University.

- The University adjusts the scholarship amount towards the tuition fee.
- Extension of Scholarships for subsequent academic years is subject to securing a CGPA of 8.0 and above every year in the first attempt of all examinations. The Vice- Chancellor may relax the CGPA requirement to maintain diversity or other extenuating circumstances.
- The recipients should be actively involved in societies and clubs and be role models for their peers.
- Students must forego the scholarship in the following situations:
 - shortage of attendance
 - opting for leave of absence
 - academic break
 - academic probation
 - indulgence in any act of academic dishonesty
 - pending disciplinary action
- The scholarship amount has to be refunded in case of withdrawal from the

programme

- The University scholarship committee reserves the right to modify the policies from time to time.

6. Academic System

6.1. Academic Structure

The academic structure of GITAM Deemed to be University is governed by the Academic Council. It is chaired by the Vice-Chancellor and comprises of members from the Faculty, external members and special invitees. The Academic Council oversees the University's academic activity, i.e., teaching, learning, evaluation, etc. The academic organisation of GITAM consists of the following schools.

1. GITAM School of Architecture
2. GITAM School of Business
3. GITAM School of Humanities and Social Sciences
4. GITAM School of Law
5. GITAM School of Paramedical Sciences
6. GITAM School of Pharmacy
7. GITAM School of Physiotherapy
8. GITAM School of Science
9. GITAM School of Technology
10. GITAM Institute of Nursing
11. Kautilya School of Public Policy
12. GITAM Institute of Medical Sciences and Research

The Schools mentioned above are located across the four campuses at Visakhapatnam, Hyderabad, and Bengaluru. The academic administrators of those schools are responsible for introducing new programmes, curriculum development, curriculum revision, etc. The Schools'/Institutes' prime responsibilities are monitoring the department's academic progress, preparing general guidelines in the teaching and learning process, monitoring the faculty performance, student discipline on campus, coordinating interdepartmental activities, etc. The Departments/Schools/Institutes offer the programmes and provide the instructions required to run those programmes. Some schools/Institutes are situated at only one campus with a limited number of programmes, and students may not be divided into departments. In such cases, the School/Institute is responsible for framing the rules and regulations right from introducing a programme, curriculum development, teaching and learning process, providing instructions to conduct the programmes, and leading to degrees and certificates.

6.2. Academic Term

A semester is an academic term and shall normally have 90 working days or as prescribed

by the respective regulatory bodies from time to time. Two consecutive terms starting with the Odd semester (I, III, V, VII, etc.) followed by the Even semester (II, IV, VI, VIII, etc.) constitute one academic year. The odd semester typically commences in June and ends in mid-November. Even semesters begin at the end of November or early December and end in April, followed by the summer break.

Summer Term will generally be conducted for a period of Eight (08) weeks in two phases, to enable the students:

- to clear the backlogs (if any) and fulfill their graduation requirements.
- to accelerate the learning process and complete coursework at a faster pace thereby enabling the students to seek out opportunities for experiential learning.

The maximum number of credits a student can register during the summer term is Twelve (12) per phase.

6.3. Academic Calendar

The academic calendar serves as a comprehensive guide for students and faculty members, detailing important dates and events throughout the academic year. Flexibility is acknowledged, and any changes are communicated through authorized channels and updated on the institution's website.

It includes critical dates for various activities throughout the academic year. This encompasses the commencement and closure of classwork, summer internship, summer vacation, mid/module term examination schedule, state and national holidays, semester break, and course registration. The academic calendar is typically available at least two weeks before the start of each semester. The Registrar is responsible for communicating the academic calendar to Departments/Institutes/Schools, and it is made accessible on the institution's website. Dates and schedules in the academic calendar may be subject to change, specifically in certain programmes, due to regulatory and local requirements. In cases where changes are necessary, the course instructor or academic head of the program, with prior authorization, will communicate these changes to the students. Any revision will be updated on the institution's website to ensure that students have access to the most current information.

6.4. Academic advice

The university has established a structured academic advisory system and utilizes the Student Information System to guide students through course selection, registration, and monitoring progress, with the aim of facilitating timely degree conferment.

New undergraduate students participate in an orientation program before the first semester begins. Each student is assigned an academic adviser, Mentor. Before registration, students are required to consult their advisers for guidance in course selection and schedule approval. Mentors provide recommended progress maps for each program, offering

information on the schedule of core courses. This helps students plan their academic journey. However, the students have the responsibility to make final choices when scheduling classes. This includes any adjustments during the add-and-drop period. The university utilizes the Student Information System (SIS), which students must use to ensure they meet program requirements. The SIS is crucial for tracking progress towards degree completion within the specified timeframe. Students, during the registration process, acknowledge the information available on the SIS. This signifies their understanding and agreement with the course selections and program requirements. Information from the SIS is shared with the School and the program owner to monitor each student's academic progress. This helps ensure students are on track to meet degree requirements.

6.5. School Level Advisory Committee

The Dean of the School chairs the School Level Advisory Committee, consisting of all HOIs and the HODs of the School as Ex-Officio Members. The term for the members of the SLAC is for two years or until further orders, whichever is earlier. Nominees from Teachers, Students, alumni, Parents, Employers, Industry and Funding Agencies form part of the members of the committee and one of the HOD nominated by the Dean / HOI will act as Member-Convener.

The objectives of the SLAC are to scrutinize the School's Vision, Mission, Programme Educational Objectives (PEOs) & Programme Outcomes (POs) of all the Programmes offered, Teaching, Learning & Evaluation (T-L-E) process, Student Support System, Extension Activities etc., and offer suggestions for improvement.

6.5.1. Responsibilities of the School Level Advisory Committee

The SLAC meetings shall be conducted at least once in every Quarter of the academic year or two meetings per Semester and the minutes of the SLAC meeting shall be submitted to the IQAC.

6.6. Programme Head

The programme Head will be nominated by the Dean /HoI of the School for each programme offered in a school in every campus. If a programme is offered in more than one campus, one among the nominees shall be selected as programme Head and the others shall act as programme Co-Head.

6.7. School Committee (SCOM)

The Dean of the School chairs the School Committee, consisting of all HOIs and the HODs of the School.

6.7.1. Responsibilities of the School Committee

School Committee shall meet once a month to review the progress of teaching-learning. The minutes of the SCOM meeting shall be submitted to the IQAC.

6.8. Programme Committee (PCOM)

Programme committees are constituted by the HOD/HOI for each programme, with the faculty members teaching the courses and a Professor of the core department as the Chairperson. The PCOM will be common for all the campuses. PCOM shall meet periodically to ensure the quality of the teaching and learning during the semester.

6.8.1. Responsibilities of the Programme Committee

PCOM shall meet at least thrice in a semester with specific agenda (not limited to) as follows:

Meet Number	Timeline	Agenda
1	Two(2) weeks after commencement of semester	Course Plan and review of the course committee meeting minutes
2	8 th week after the commencement of semester (preferably after mid-semester feedback)	Progress of classwork, Attendance Monitoring, Feedback, and review of course committee meeting minutes
3	17 th week after the commencement of semester	Progress of classwork, examination schedule, review of course committee meeting minutes, and suggestions for revision of curriculum and syllabus

The Chairperson shall submit the minutes of the meetings to the Hol.

6.9. Course Committee (CCOM)

The HODs shall constitute a course committee for every course of the programme to monitor the conduct of class work. Committee members include:

- Senior Faculty of the Department – Course Coordinator
- Course Instructors from all campuses
- Student representatives

6.9.1. Responsibilities of Course Committee

CCOM shall meet at least twice a month during the semester with a specific agenda (not limited to) for each meeting as given below:

Meet Number	Timeline	Agenda
1	One (1) week after commencement of semester	Course Plan
2	Every fortnight after the commencement of the semester	Progress of class work, Feedback, Course content on LMS, Syllabus coverage, development of question banks, use of MOOCs and suggestions for improving course delivery
3	16th week after the commencement of the semester	Progress of class work, examination schedule and suggestions for revision of syllabus

The Course Coordinator shall submit the minutes of the meetings to the PCOM chairperson.

7. Curriculum

The programme curriculum is prepared with inputs from industry, society and trends forecasted by various agencies and in alignment with the respective regulating and approving agency requirements that govern the programme. The attainment of Programme Outcomes is measured to ensure that the said Programme Educational Objectives are met.

The curriculum includes the following:

- Programme Specifications Programme Specification includes,
- Programme Code
- Regulations
- Vision and Mission Statements of the School / Department
- Duration of the Programme
- Program Educational Objectives (PEO)
- Programme Outcomes (PO) Mapping of the School mission statements with the Programme Educational Objectives
- Curriculum/Programme Structure with various categories of courses and credits
- Programme articulation matrix

7.1. Curriculum preparation

The faculty members at the School / Department level shall initiate the discussions on the Programmes to be offered for the ensuing Academic Year based on the stakeholder feedback & market trend analysis and in alignment with the regulations of the approving agencies. The Programme coordinator shall prepare the programme structure by consolidating the suggestions.

Based on the recommendations of the School Level Advisory Committee (SLAC) on Programme Educational Objectives and Programme Outcomes for a specific programme, the structure along with course syllabi shall be prepared for the programme.

The proposed curriculum structure and syllabi shall be presented to the Board of Studies (BoS) and then to the Academic Council (AC) for approval.

Based on the suggestions from the Academic Council, additions and deletions to the programme specification and course specification shall be incorporated into the curriculum structure and syllabi.

The Dean of the School will be the Chairperson, BoS. A faculty member nominated by the Dean of the school shall act as Co-Chair, BoS. The DoAA publishes the official copy of the Curriculum.

7.2. Programme Code

The unique programme codes shall be allotted to each programme on approval of the same in the Academic Council. Programme codes are alphanumeric with the first five characters as alphabets followed by two digits. The first alphabet represents the type of programme (Undergraduate/ Postgraduate/Research), followed by four alphabets that represent the Department/Institute offering the programme. The last two digits represent the serial number of the programme.



7.3. Structure of the Programme

The programme structure consists of various categories of courses incorporated in the curriculum to impart the required levels of knowledge, skills, and attitude. On completion of the programme, the student is expected to attain the programme outcomes as specified in the programme, which are in alignment with the relevant professional bodies.

7.4. Courses and credits

Academic courses are delivered on a credit system. Each course offered in the University is allotted a certain number of credit hours. The number of credits is based on the instructional contact hours in the classroom, and laboratory, and the amount of work the student is expected to perform outside of class hours in a week. A classroom lecture/ tutorial of one hour per week spread over the entire semester, shall be considered as an instructional unit equal to one credit. And 2 hours per week of laboratory session/ practical / Internship / Project Work shall be considered as one instructional unit and hence one credit. The LTPSJC for each course represents Lecture (L), Tutorial (T), Practical (P), skill development (S), Project work/ Internship (J) and the total instructional delivery is indicated in hours and the credits (C) indicates the effort.

7.5. Flexible Credit System

All programmes of study in the Schools of Business, Humanities & Social Sciences, Science and Technology follow Flexible Credit System to offer a more dynamic and adaptable educational experience with a holistic approach to learning that goes beyond traditional disciplinary boundaries. All programmes of study are designed to meet a specified number of credit requirements along with program-specific conditions, leading to the conferral of the degree. This Student-Centric Approach provides for Course Selection Flexibility, Additional Courses and Credits, Self-Paced Learning, Interdisciplinary Approach and Credit-Based Evaluation.

The additional credits earned by a student over and above the minimum required for a said category in a programme shall be maintained in the ABC account of the respective student.

7.6. Course Specifications

Course Specification includes,

- Course Description
- Course code & Course Title
- Credits
- Nature of teaching-learning process (LTPSJC)
- Course Educational Objectives (CEO)
- Number of contact hours
- Course Outcomes (CO)
- Module-wise syllabus & list of experiments if the course includes practical components
- List of text and reference books
- Course articulation matrix
- BoS & AC approval dates of the course
- Mapping of the course with relevant Sustainable Development Goals (SDGs)



7.6.1. Course code

The course code is unique for every course, and it helps the students to identify which department/School/Institute offers the course. Some of the courses viz., NCC, NSS, Yoga, etc. are offered by University Level Directorates.

The course code scheme consists of four (4) alphabets and four (4) digits. The first four (4) alphabets represent the Department/School/Directorate which offers the course. The first digit represents the "Level of course" followed by the last three digits representing the "Course Number".

7.7. Minimum number of credits

All programs have defined minimum credit requirements, 160 credits for a four year undergraduate programme, and students earn credits upon successfully completing each

course. The degree award is not solely based on credit accumulation but also requires compliance with the program structure, fulfillment of additional components, and meeting the specified GPA requirement (currently 5.0). Programs may include components such as project work, internship, seminar, etc., with specified credits in the curriculum.

7.8. Course classification

Courses are classified as University core, Faculty core, Programme core, Programme electives and open elective courses for the programmes in the school of Technology. Each programme follows a specific structure with a definite category of courses listed with the minimum number of credits to be earned for the award of a degree (Annexure - II).

7.8.1. University Core (UC)

There are two types of courses under this University Core category. One type consists of letter grade credit courses used in the GPA calculations. The other type consists of mandatory Pass/ Fail courses which do not form part of GPA calculation, but shall be included in the credit requirement calculation.

Courses listed under University core are common to all undergraduate level programmes offered in the school of Technology. These courses are from Humanities & Social Sciences Management discipline, including courses on Indian Constitution, Skill Enhancement Courses and Value - Added Courses thereby enabling the student to develop into a holistic individual. A variety of courses are offered in a basket in Skill Enhancement Courses and Value- Added Courses to enable the student to choose as per his/her interest.

The student must earn 19 credits under the UC category of courses. A student can opt for the University core courses in any semester of their study at GITAM. The list of courses for the programmes offered in the School of Technology is given in Annexure – III.

7.8.2. Faculty Core (FC)

Faculty Core courses provide the Basic Science and Engineering background necessary for the undergraduate programmes in School of Technology. These are two different sets of common courses, viz., Core Engineering and Computer Science Engineering, across the programmes of School of Technology.

7.8.2.1. Internship

In the School of Technology programmes, at least one of the two courses (Internship – 1 or Internship – 2) should be carried out in the Industry/ Govt. / NGO/ PSU/ Any Micro/ Small/ Medium enterprise as approved by the HoD. Internship – 1 is for a period of at least 3 weeks in the industry, and Internship – 2 is for a period of at least 12 weeks in the industry. A student carrying out full time Internship -2 in the industry shall be exempted from Capstone

Project.

7.8.2.2. Research Project

Students can opt to do a research project or dissertation under the guidance of a faculty member of the University. The research project/dissertation shall be in the major discipline for 10 credits.

7.8.2.3. Capstone Project

Students can opt to do a capstone project to demonstrate their expertise in their major or area of study under the guidance of a faculty member of the Department. The capstone project (Final) should be an extension of capstone project – Introduction. However, the capstone project – Introduction need not necessarily lead to a capstone project (Final).

7.8.3. Programme Core (PC)

Programme core courses are mandatory credit courses that the student must study to meet the programme's requirements. The courses and their content shall satisfy the specific programme outcome mentioned by the relevant professional bodies. The student must complete all the courses mentioned under this category for a specific programme.

For the Computer Science branch of Programmes alone the programme core consists of Standard Core which is common and compulsory for all the programmes offered under Computer Science branch and Track Core which are different sets of courses and can be chosen by the student depending on the specialization choice of the student. In addition, the student can choose a General track. The student in the specialization track has the choice of moving into the general track before the end of the 5th semester, subject to approval of School Dean.

7.8.4. Elective courses

Elective courses are the courses that a student can choose from a list of approved courses based on their interest. Elective courses are further classified into programme and open electives.

7.8.4.1. Programme Elective

The parent Department offers programme elective courses to support the discipline, expanding the scope of the chosen specialization. An appropriate minimum number of such electives specified in the programme will lead to a degree with a specialization. The students have the choice of selecting a specific bundle of courses or from the general programme electives.

7.8.4.2. Open Elective

The students choose open elective courses from other academic disciplines to seek exposure to that discipline. Open electives impart knowledge in other areas that are offered within and outside of the schools. The integration of different domains explores new opportunities for solving problems and improving employability skills. The minimum credit requirement under this category of course is 24. Students can earn up to 9 credits from courses offered by other departments in the School of Technology and up to 15 credits from courses offered by other schools of the university.

7.9. MOOCs

Flexibility is given to students to choose various courses provided through Massive Open Online Courses (MOOCs) during the study period. Students studying UG programmes are permitted to register for various courses on SWAYAM up to a maximum of 40% of the total credits of the programme in lieu of UC and Elective courses. Programme Core courses in the program cannot be replaced with a MOOC course unless explicitly approved by the BoS. Students who intend to transfer credits by undertaking a course through MOOCs must get prior approval from the BoS of the department/ school.

Courses can also be recommendation by DoAA to be offered through other MOOC platforms, like Coursera, with the prior approval of the concerned BoS.



7.9.1. Establishment of equivalency and credit transfer

Upon successful completion of the courses through SWAYAM / Coursera (with prior approval), and an equivalent Grade/Score will be awarded based on the Grade/Score obtained in the online evaluation or the assessment conducted by the University. The respective Board of Studies (BoS) will recommend the equivalent grade and credits as per the university policy.

8. Academic Delivery

8.1. Course Plan

Course plans are devised by the course instructors based on the approved syllabus of the course. If more than one Instructor handles the same course, course plans are typically finalized after a discussion among all the course instructors. The responsibility of finalizing the course plan is with the campus specific course coordinators. The course coordinator shall be a senior faculty member, on rotation, offering the course for that academic semester and will provide the following information in the course plan.

1. Course title, code, and complete syllabus
2. Course identification and classification

3. Instructor identification and contact details
4. Course educational objectives and course outcomes
5. Required materials (textbooks, references, lab manuals, website information, videos etc.)
6. Course schedule (timetable)
7. Course calendar (Assignment due dates, class test dates, quizzes etc.)
8. Guidelines for class participation and attendance requirements, if any
9. Evaluation procedures (Continuous and End-semester examinations)

The course coordinator will distribute the course plan to the students through the course Instructor before the scheduled commencement of the course using the LMS (Learning Management System) adopted by the University.

8.2. Pre-requisites

Courses may have pre-requisites as specified in the respective programme curriculum. A pre-requisite is a course that the student is expected to have completed before enrolling for a specific course, failing which the student will not be permitted to register for the course. Completing a course implies that the student has successfully completed at least the internal assessment requirements for the course. In certain exceptional cases, the pre-requisite may be waived if the student has alternate exposure; this will require permission from the Faculty teaching the course. A minimum grade may be expected from the pre-requisite courses in specific courses such as program electives, which the Faculty teaching the course may decide.



8.3. Minimum and Maximum load

The academic load in a semester has to be a minimum of 16 and a maximum of 25 credit hours, including re-registered credits. Students who are on academic probation will only be allowed to register for 16 credits. If the student has fulfilled all the programme requirements by the final semester, the student may be permitted to register for less than 16 credits. The maximum number of credits a student can register during the summer term is Nine (09).

8.4. Course Registration

Every student must register for the courses opted in a particular semester during the intimated official registration period.

To be eligible to register for classes, a student must belong to any of the following categories

1. a new student who applies for admission and receives a certificate of admission
2. a continuing student from the preceding regular semester who has no financial dues
3. a former student, i.e., who has not enrolled in the preceding regular semester or who has availed academic break or detained and possessing a certificate of readmission

8.4.1. Adding and dropping of courses

The students who have registered for the courses during the registration period can add or drop the courses through the registration portal. The add/drop period will commence after the completion of the registration period in the University and will continue till seven (7) working days after the commencement of the semester.

Students making changes during the add/ drop period should comply with the minimum and maximum credits requirements for the enrolled programme.

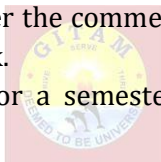
Attendance will be calculated from the commencement date of the semester.

There will be no compensation of attendance or subject matter delivery for the missed classes. The students are expected to use the LMS and ensure the loss of Teaching-Learning is minimized.

8.4.2. Late Registration

Students have to register for classes through the registration portal during the registration period. If the students do not register before the commencement of the semester, Registration with the Mentor's approval and the Head of the department will be permitted within a week after the commencement of the semester. If there is a further delay in Registration, the student has to obtain permission from the Dean of the School before Registration. Beyond two weeks after the commencement of the semester, the student will be advised to take an academic break.

A student who does not register for a semester will need to apply for readmission to continue the program.



8.4.3. Withdrawal from a course

Students are allowed to withdraw from a course within twenty (20) working days of the commencement of the semester. The course cannot be substituted with another course. Students who have withdrawn from a course will have to pay extra fees to register for a compensatory course to fulfil their programme requirements.

8.4.4. Withdrawal from the term

A student who wishes to withdraw from the term can do so by applying through the registration portal. Exemption/refund of the tuition fee will be considered for the respective semester if the student withdraws before the registration period. No refunds/ partial refunds are given after the registration period has started for the semester. A student who withdraws from the semester has to apply for readmission and pay the readmission fees to continue in the programme.

9. Grades and grading system

GITAM follows the mixed mode of evaluation procedure viz., absolute, and relative grading system for all its credited courses. At the end of the semester, a student is assigned a 'Letter Grade' for each course in which they are enrolled, based on their performance in all of the course's evaluations during the semester. The letter grade and its corresponding 'Grade Point' represent the outcomes of qualitative and quantitative assessments of a student's performance in a course. The grades and grade points in each system are detailed in the following sections.

9.1. Absolute Grading

In the Absolute grading system (AG), the marks earned by the student falls within one of the ranges as given in section 9.1.1, and each range is assigned a letter grade. AG will be adopted for the following courses.

1. Theory courses for student strength less than 21
2. Theory and practical (combined) courses for student strength less than 21
3. Lab/Practical courses (except the chosen lab courses)
4. Project courses
5. Internship courses
6. Skill development courses
7. Audit/Mandatory courses
8. In any course, if the student's strength is less than or equal to 20.



9.1.1. Exemption from Absolute Grading

However, certain courses mentioned above (9.1) may be exempted from the AG system and follow relative grading system with recommendation from the respective BoS based on the nature of the course and its pedagogy.

9.1.2. Grade points and symbols in absolute grading

A final letter grade will be awarded in each course at the end of the semester based on the student performance during a given semester. The letter grades and the corresponding grade points are as given below.

S.No.	Grade	Grade Points	Absolute Marks/Remarks
1.	O (Outstanding)	10	90 and above
2.	A+ (Excellent)	9	80-89
3.	A (Very Good)	8	70-79
4.	B+ (Good)	7	60-69
5.	B (Above Average)	6	50-59
6.	C (Average)	5	45-49
7.	P (Pass)	4	40-44
8.	F (Fail)	0	Less than 40 for Theory and Less than 50 for Practical/Project
9.	Ab (Absent)	NA	--
10.	S	NA	Satisfactory for Non graded courses
11.	U	NA	Unsatisfactory for Non graded courses
12.	I	NA	Incomplete (Only for project/Internship courses)
13.	R	0	Insufficient attendance in the course
14.	W	0	Withdrawal from the course

For awarding the grade, the total marks obtained by the student are "rounded-up" to the next integer. A student who earns a minimum of four (4) grade points (P grade) in a course is declared to have completed the course.

9.2. Relative Grading

S.No	Grade	Description	Grade Formula	Grades based on percentile for a normal distribution	Grade Point
1.	O	Outstanding	Total Marks $\geq (\mu + 1.5 \sigma)$	93.3	10
2.	A+	Excellent	$(\mu + 1.0 \sigma) \leq$ Total Marks $< (\mu + 1.5 \sigma)$	84.1	9
3.	A	Very Good	$(\mu + 0.5 \sigma) \leq$ Total Marks $< (\mu + 1.0 \sigma)$	69.1	8
4.	B+	Good	$(\mu - 0.5 \sigma) \leq$ Total Marks $< (\mu + 0.5 \sigma)$	30.8	7
5.	B	Above Average	$(\mu - 1.0 \sigma) \leq$ Total Marks $< (\mu - 0.5 \sigma)$	15.8	6
6.	C	Average	$(\mu - 1.5 \sigma) \leq$ Total Marks $< (\mu - 1.0 \sigma)$	6.6	5
7.	P	Pass	$35 \leq$ Total Marks $< (\mu - 1.5 \sigma)$	2.2	4
8.	F	Fail	Total Marks < 35	0	0
9.	Ab	Absent			NA
10.	S	Satisfactory for Non-graded courses			NA
11.	U	Unsatisfactory for Non-graded courses			NA
12.	R	Insufficient attendance in the course			0
13.	W	Withdrawal from the course			0

In the relative grading system (RG), grades are given based on the other students' scores in the same class. It indicates the academic standing/merit of the student in that class. Here, class means a cohort of students who are taught by the same faculty member and have undergone the same assessment pattern. RG overcomes problems encountered with AG, including inconsistency in the level of the question paper and evaluation etc. This evaluation procedure is adopted for T (Theory), TP (Theory and practical) and certain chosen practical courses with a class strength greater than or equal to 21. If the class strength is less than 21 in any section, the students will be grouped with students in other sections taking the same course. The grades and grade points in the relative grading system are as given below. The class average mark (μ) is taken as the midpoint of 'B+ (Good)' grade, and relative to this and depending on the sigma (σ , standard deviation) value, the other grades are finalized. Grades are assigned based on the percentiles determined for a normal distribution given in the table below.

9.3. Computing Grade point averages (SGPA, CGPA)

The procedure adopted for computing the grade point average for the semester and cumulative is as follows:

Semester Grade point average (SGPA) for a semester is calculated as:

$$SGPA = \frac{\sum_{i=1}^n Ci \cdot Gi}{\sum_{i=1}^n Ci}$$

where 'n' is the number of courses taken by the student in a semester.

'Ci' represents the number of credits allotted to the course 'i'.

'Gi' represents the grade points secured by the student in course 'i'.

1. Cumulative Grade Point Average (CGPA): It is calculated as:

$$CGPA = \frac{\sum_{i=1}^m Ci \cdot Gi}{\sum_{i=1}^m Ci}$$

where 'm' is the number of courses graded to date.

'Ci' represents the number of credits allotted to the course 'i'.

'Gi' represents the grade points secured by the student in course 'i'.

The SGPA will be awarded to the students for all the registered courses in a semester. The credits of the failed courses shall also be considered while calculating SGPA/CGPA in a given semester. For cases where multiple attempts have been made to get a letter grade, the last successful attempt will be used for the CGPA calculation.

The additional credits earned by a student over and above the minimum required for a said category in a programme will not be considered for the calculation of CGPA. However the courses which contribute towards higher CGPA will be considered for inclusion.

9.4. Calculation of CGPA

The CGPA shall be calculated taking into consideration the grades of courses obtained by the candidates in GITAM. In the case of Study Abroad, Twinning, Joint or Dual Degree Programmes, the CGPA will be calculated according to the respective policy applicable and prevailing at the time of joining the programme

9.4.1. Incomplete (I) Grade

'I' grade is assigned if the student has any pending assessment components in Internship, Project and research. The student can initiate the request through the Mentor, and an 'I' grade will be posted after receiving the recommendation from the HoD.

9.4.2. Repeat (R) grade

'R' grade is assigned if the student has to repeat the course due to a shortage of attendance. The student has to re-register for the course in the subsequent semesters when the course is next offered by paying the prescribed fees.

9.4.3. Withdrawal (W) grade

'W' grade is assigned if the student has withdrawn from the course within twenty (20) working days of the semester.

9.5. Award of class

The cumulative grade point requirement for the award of the class is as follows:

Class	CGPA required
First-class with distinction	$\geq 8.0^*$
First-class	≥ 6.5
Second class	≥ 5.5
Pass class	≥ 5.0

*In addition to the required CGPA of 8.0 or more, the student must have necessarily passed all the registered courses in the first attempt. Distinction will not be awarded if the student fails in ANY subject.

10. Evaluation system

The course faculty will announce the framework of evaluation. Typically, the components include (not limited to) Assignments, quizzes, presentations, fieldwork, report writing, module tests, viva voce, semester-end examination etc.

10.1. Assessment Procedure

10.1.1. Theory

Assessment of a student's performance in theory courses shall be based on two components: Continuous Evaluation (CE) for seventy (70) marks and Semester-end Examination (SEE) for thirty (30) marks. Assessment in continuous evaluation is spread throughout the course duration. The Instructor defines the schedule of assessment and is typically based on Module tests, quizzes, assignments, etc.

For courses where relative grading is applicable, a student should secure a minimum of twenty-four (24) marks in continuous evaluation and ten (10) marks in the semester-end examinations, respectively. In addition, the student should secure a minimum of 35 marks to pass a course.

In courses where absolute grading is applicable, a student should secure a minimum of twenty-eight (28) marks in continuous evaluation and twelve (12) marks in the semester-end examinations respectively, and the total should be greater than or equal to 40 marks.

10.1.2. Practical

Practical courses are assessed under Continuous Evaluation for a maximum of 100 marks. Assessment in practical courses comprises weightage given to components like data collection, experiments, observations, data analysis, results presentation, and record work submission. The minimum pass mark for practical courses is 35 and 50 for Relative and Absolute grading systems, respectively.

10.1.3. Combined Courses

For courses having both theory and practical components, 70% of the weightage will be for the theory component and 30% weightage for the practical component. The student will need to secure a passing grade in both components.

Assessment is carried out based on the criteria specified in sections 10.1.1 and 10.1.2 for both theory and practical components.

10.1.4. Capstone Project & Research

Students can perform Project work or Research individually or in a group (not exceeding four (4) members). Projects and Research are assessed under continuous evaluation for 100 marks, and the student must obtain a minimum of 50% to complete the course successfully. Evaluation includes weightage for periodic reviews, reports and final viva voce.

10.1.5. Internship

For internships, the student will submit a report on the successful completion of the training. Students are required to submit individual Internship reports. The faculty will assess the submission, including checking for plagiarism and conducting a viva voce to assign the grade. The student must obtain a minimum of 50% marks to complete the course successfully.

10.1.6. Non-graded courses

Non-graded courses are assessed as 'Satisfactory' or 'Unsatisfactory'. No letter grade will be assigned for these courses. These courses may be either of "theory" type or "practical." The minimum pass mark for the award of a satisfactory (S) grade is 40. A score less than 40 will lead to an un-satisfactory (U) grade. These courses shall not be a part of SGPA/CGPA calculations. Students are required to get an S grade for graduation.

11. Results

The Controller of Examinations (CoE) will announce the students' results at the end of each semester. Students will be able to access their grades in the Student Information System. If there is a requirement for a certified physical copy, students may request the Directorate of Evaluation.

11.1. Withholding of Results

Results may be withheld if

1. The student has any outstanding fees, fines or other charges to the department / School/ University
2. Action arising out of malpractice is pending
3. Action arising out of indiscipline is pending

11.2. Grade appeals/ Re-totaling/ Re-evaluation

Appeal for Re-totaling / Re-evaluation of any theory answer script of the semester-end examination is permitted on request by the student subject to paying the prescribed fee within five (5) working days after the announcement of the results.

11.3. Viewing of Answer Script and Challenge Evaluation

Students who are not satisfied with the grade after revaluation can request a viewing of the semester-end answer script within five (5) working days after the announcement of revaluation results. After viewing, if a student is not satisfied with the valuation, they can challenge the valuation. The student should apply for challenge valuation within five working days after viewing the answer script. Under challenge evaluation, the answer script will be valued by two examiners. The outcome of the challenge evaluation will be used for the final grade. If there is an improvement in the final grade, the University will refund the charges (re- totaling, revaluation, viewing and challenge evaluation).

11.4. Re-registration of courses

Student having “R” grade is permitted to re-register for the course by paying the prescribed course fee which will be notified by the Directorate of Evaluation. The amount is subject to revision each year. The total number of credits a student can take in a semester shall not exceed 25, including re-registration of courses. A grade cap of “B+” is applicable for the re-registered courses. Re-registration is applicable in the following cases.

11.4.1. Failure to obtain a satisfactory grade

Students who have not obtained a passing grade can re-register for the backlog course the next time the course is offered in addition to their regular courses. Further, there will be no exemption to the upper limit on the maximum number of credits (currently 25) the student can register in a semester.

11.4.2. Betterment of Grades

A student whose CGPA is less than 6.5 can re-register for courses conducted during the summer term/next regular semester. In such a case, the student will be awarded the grade obtained in the re- registered course. The student can opt for the courses in the immediate summer after the course duration. The maximum number of courses they can re-register for is limited to the number of semesters of study.

12. Academic Progression

12.1. Attendance policy

The students are expected to maintain 100% attendance in all the courses registered. However, the student's minimum overall attendance of all the courses put together in any semester should be 75% or greater. Also, the students meeting the minimum attendance requirement shall only be allowed to take the mid-term test and end-semester examination. However, the students having attendance equal to or above 65% and less than 75% will be allowed to take

- a. The makeup mid-examination subject to considering only 70% of the total secured marks in each course for grading
- b. The semester-end examination subject to a grade cap of B+ for the courses

The students having less than 65% attendance in the current semester will get an 'R' grade in all the registered courses for the semester.

12.2. Academic break

Students of GITAM are expected to complete the study without any interruption. The minimum overall attendance requirement is 75% in any semester. If the student's attendance drops below the minimum attendance requirement, the candidate is not permitted to attend the end- semester examinations. In such cases, the student can opt for an academic break and re- register for these courses after rejoining the University. Students who do not register within three (3) weeks of the commencement of the semester will be on academic break.

12.3. Academic probation

If a student fails to earn the required credits to be promoted to the next higher semester, the student will be put on academic probation for the next academic year. The student can rejoin the programme upon meeting the required criteria at the end of the academic probation period. If a student is on academic probation for TWO continuous years, it will lead to dismissal from the programme.

12.4. Minimum standards for academic promotion

The student should earn a minimum of 60% of total registered credits before progressing to the third academic year (For programmes of duration four years or above), failing which the students will be put on academic probation. Students should clear 80% of credits up to the preceding year when entering the programme's final year.

In addition, the courses registered during the first year in the following categories viz., Faculty core, Programme core and University core categories have to be cleared prior to entering the final year of study.

12.5. Readmission

Students who are on an academic break can apply for readmission by paying the prescribed fees. Readmission can be applied twice in an academic year. The candidates should apply for readmission to the HoI at least 30 days before the commencement of the semester.

Academic dismissal

Dismissal is enforced on a student in the following situations:

1. If a student is involved in any disciplinary issue and the concerned Committee recommends dismissal.
2. If a student is on academic probation for TWO consecutive years Dismissal leads to the student's permanent separation from the University.

13. Leave Policy

The students are expected to maintain 100% attendance in all the courses. If the student's attendance is 75% and above, they will be allowed to write the end-semester examinations. However, the shortage of attendance may be condoned by 10%, i.e., up to 65% in the following cases.

- i. Representing the university/country.
- ii. Medical Emergency.



13.1. Representing the University/Country

The Vice-Chancellor, on the recommendation of the Principal / Director of the Institute/School and remarks from the Director, Student life, GITAM may condone the shortage of attendance of the students on the grounds of participation in co-curricular and extracurricular activities representing the University or country.

13.2. Medical Emergency

In exceptional cases which require hospitalization or routine ailments, the Vice-Chancellor, on the recommendation of the Principal / Director of the Institute/School and remarks from the Medical officer, can permit the student to write the end semester examination subject to satisfying the minimum attendance requirement of 65%. Students who have medical concerns which require prolonged treatment may request absence from the campus. The student can apply for medical leave during the programme of study in the format given in Annexure-IV. Whatever the circumstances, if the student's attendance drops to less than 65%, they will not be permitted to attend the end-semester examinations.

The process to be followed in Medical Emergency is given below

1. The student needs to produce documents from a registered medical practitioner to the Mentor.
2. Mentor will acknowledge after verifying the documents by email to the student and the guardian.

3. The Mentor will submit the documents to the HoI; The HoI or his representative will discuss the leave request with the medical officer of the University.
4. The medical officer will approve the number of days the student can avail of the medical leave based on the documents submitted by the student.
5. If the student's attendance after availing of the medical leave drops below 65%, the student will be put on an "Academic break".
6. The student's status changes from "Active" to "Medical Leave of absence" during medical leave. For the course duration, the student may avail a maximum of two years as medical leave. The student can avail of this leave at a stretch or in multiple phases.
7. The student is not allowed to utilize the physical resources and infrastructure of GITAM during the academic break.

Before applying for readmission/re-registration after an academic break or medical leave, the student must produce the medical fitness certificate from the medical officer of the University. Students should reinitiate the readmission process at least 30 days before the due date of sanctioned leave. The student under medical leave of absence should communicate with the Mentor for readmission or extension of leave. The student can cancel their approved period of absence and apply for readmission before the commencement of a semester. The unauthorized absence of a student shall be treated as a withdrawal from the programme.

13.3. Personal leave of absence

A student may be granted a personal leave of absence from the campus due to personal difficulties. The personal leave of absence can be availed in a semester, satisfying the minimum overall attendance requirement of 75% or greater. The student can apply for a personal leave of absence during the program of study in the format given in Annexure-V. The process to be followed is given below

1. The student who opts to avail personal leave of absence has to apply through the mentor/ Academic Monitoring Committee (AMC)
2. The mentor will acknowledge and forward the same to the HoD/HoI, who will convey the University's decision.
3. If the student's attendance after availing of the personal leave drops below 75%, the student will have to take an "Academic break".
4. The student's status changes from "Active" to "personal Leave of absence" during personal leave.
5. The student is not allowed to utilize the physical resources and infrastructure of GITAM during the academic break.
6. While applying for an academic break, the student should mention the approximate date of rejoining.
7. A student on an "Academic Break" will have to apply for readmission, and it should be initiated at least 30 days before the due date of sanctioned leave. The student under personal leave of absence should communicate with the Mentor for readmission or extension of leave. The students can cancel their approved period of absence and apply for readmission before the commencement of the semester.
8. The unauthorized absence of the student shall be treated as a withdrawal from the programme.

13.4. Parental leave of absence

Students who wish to take a break during their study period due to parental reasons such as pregnancy, maternity or paternity to take care of their child can apply for parental leave of absence. On the recommendation of the Principal / Director of the Institute/School and remarks from the medical officer, the Vice-Chancellor can permit the student to write the end semester examination subject to satisfying the minimum overall attendance requirement of 75%. The student can apply for parental leave during the programme of study. The process to be followed is given below:

1. The student has to submit the documents to the mentor/AMC.
2. The mentor will acknowledge and forward the same to the HoD/HoI, who will convey the University's decision.
3. If the student's attendance in availing the parental leave drops below 75%, the student will have to take an "Academic break".
4. During the academic break, the student's status changes from "Active" to "Parental Leave of absence".
5. For the course duration, the student may avail a maximum of two years as parental leave. The leave can be availed at a stretch or in multiple phases.
6. The student is not allowed to utilize the physical resources and infrastructure of GITAM during the leave period. While applying for parental leave, the student should mention the approximate date of rejoining.
7. A student on an "Academic Break" will have to apply for readmission, and it should be initiated at least 30 days before the due date of sanctioned leave. The student under parental leave of absence should communicate with the Mentor for readmission or extension of break. The student can cancel their approved period of absence and apply for readmission before the commencement of the semester.
8. The unauthorized absence of the student shall be treated as a withdrawal from the programme.

14. Degree Requirements

14.1. Degree Requirements in the school of Technology

The undergraduate degree will be for 4-year duration for the programmes offered by the School of Technology. The BoS suggests the minimum credits required under each category of courses, total credits for the programme and the non-graded courses to be satisfactorily completed to be eligible for the award of degree and the same is approved in the AC. The approved requirements are duly notified in the curriculum copy.

14.2. Additional Learning

Students can opt for additional learning to broaden their study in another discipline or deepen their knowledge in their chosen field. Further learning by earning additional credits may lead to a minor or Honors programme along with a major degree. Additional credits will require the payment of extra fees, which will be announced when the course is being taken.

14.2.1. Minor Programme

The Minor programme is a coherent area of study which is not covered in the programme the student has opted to study.

14.2.1.1. Rules and regulations for Minor programme

1. The student can choose a minor programme from a department/School other than the one they opt to enroll for the primary degree programme and the current list of minors is available in the website.
2. A UG engineering student opting to pursue a minor Programme, need to pay for each extra course enrolled, i.e., for the credits exceeding the minimum number of credits required for a programme.
3. The minimum number of credits for a minor programme is twenty-four (24).
4. The courses required for a minor programme may be selected in any semester, as long as it does not exceed the maximum number of credits per semester criteria. However, these courses may also be studied during the Summer Term at the end of IInd and IIIrd year of study.
5. To successfully complete minor programmes, the student should secure at least a passing grade (A to E) in all the courses. If the student gets a fail grade (F), they have to reappear for the same course for grade improvement similar to other courses in the major programme.
6. Attendance criteria and all the remaining requirements for completing the courses enrolled under the minor programme are similar to those registered for the major programme.
7. The student can opt-out of the minor programme before completing all the courses in the basket. In that case, the student can choose one of the following options to utilize the credits earned as part of the minor programme.
8. Students can use the credits earned towards a minor to meet the open elective requirements of the major programme.
9. The student can store the extra credits in the ABC and leave with the major degree. Later the candidate can redeem these credits from ABC and utilize them for awarding any academic degree if possible. This is subject to the validity of the credits in force.

14.2.2. Honors programme in Technology

The students can strive for excellence in their own/chosen fields or disciplines by registering for the Honors programme. The students who have strong academic standing (CGPA of 9.0 at the end of II semester) will be eligible to pursue the Honors programme.

14.2.2.1. Rules and regulations for Honors programme in Technology

1. The Honors program in any department of the School of Technology is only for

- students of that Department.
2. To be eligible for honors degree in the chosen programme, students have to complete courses for a minimum of 20 credits under another Track in addition to the Track Core he has chosen from the same department for the award of degree. That is on top of 160 credits required for regular UG degree programme.
 3. The courses required for a minor programme may be selected in any semester, as long as it does not exceed the maximum number of credits per semester criteria. However, these courses may also be studied during the Summer Term at the end of IInd and IIIrd year of study.
 4. Students pursuing Honors degree may require to pay additional fees for each extra course enrolled, i.e., for the credits exceeding the minimum number of credits required for a programme.
 5. The student can opt-out of the Honors programme before completing all the courses in the basket. In that case, the student can choose one of the following options to utilize the credits earned as a part of the Honors programme.
 - a. The completed courses may be used for Programme Electives in the major programme if possible. Otherwise, they may be converted to Audit courses.
 - b. The student can store the earned extra credits in the ABC and leave with the major degree. Later the candidate can redeem these credits (within the specified duration) from ABC and utilize the credits for the award of another academic degree (if possible).
 6. To complete the Honors programme, the student should secure an 'A' grade in all the courses on the first attempt.
 7. The attendance and all the remaining requirements for completing the Honors programme courses are similar to the courses registered in the major programme.



15. Award of the degree

A student is eligible for the degree award if the candidate has secured the minimum number of credits required for a given programme with a CGPA greater than 5.00, subject to the completion of the programme within the maximum duration of the programme. After completing the programme, a provisional certificate cum memorandum of grades (PCMG) will be issued. The PCMG includes the secured grades and class achieved in the chosen programme and specialization, along with grades and CGPA secured by the student in the opted Minor/Honors Programmes. The original degree will be presented in the subsequent convocation.

16. Conduct and Discipline

16.1. Classroom conduct

The students should attend the academic work as per the schedule on all the working days

following the guidelines specified by the Director, Student life. The students are expected to work with their classmates and Faculty members to achieve optimal learning outcomes. Students are expected to perform the assigned work within the due dates mentioned by the faculty member and must not leave the class without permission. Students should follow the guidelines specified by the faculty member at the beginning of the course and maintain low noise levels in the online/offline class. Students should maintain a conducive environment in the classroom for effective teaching & learning process. Classrooms or laboratory rooms should not be used for consuming food or for celebrations.

16.2. Academic Honesty

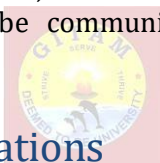
Students are expected to perform the academic work in a fair manner, thereby maintaining the University's academic reputation. Any academic misconduct, such as plagiarism, malpractice in the examination etc., will lead to remedial action suggested by the Academic Integrity Committee (AIC).

16.2.1. Violation of Academic Policy

It includes the following acts but is not limited to:

1. Violating the rules and regulations of the academic programme.
2. Copying material from sources like articles, websites etc., without proper citation and incorporating the content in the assignment and reports.
3. Any cheating in the examination, such as
4. Possessing unauthorized material
5. Taking somebody's examination.
6. having somebody else take the examination etc.

Incidents will be reported to the AIC, and based on the preapproved procedures, the recommendation of the AIC will be communicated to the parents/guardians of the concerned students through the HOI.



16.2.2. Disciplinary regulations

The students of GITAM are expected to follow disciplinary procedures set by GITAM, as mentioned above. If the student's behaviour is not consistent with GITAM's prescribed code of conduct, based on the severity of the issue, the student may be reprimanded orally or in writing at the first stage; The student may be even expelled from the class/Institute/school/campus/hostel/university based on the severity of the offence. The University reserves the right to act against students found involved in any of the following cases.

- False statements intended to deceive the University, submitting the fake certificates to the University, creating the fake documents of the University, and giving to a third party and deliberate falsification of documents/records.
- Insulting by words or act, using abusive, defamatory, or derogatory language against any teacher, officer, employee, or student(s) of the University in the campus or even outside the campus.
- Creating any disturbance in classes and examinations in the University
- Not following the list of instructions issued for examinations.
- Making false allegations, character assassinations of teachers, officers and

employees or indulging in rumour-mongering or committing pranks that cause grievous hurt to anyone.

- Ragging in any form is a criminal and non-bailable offence in the country. The current State and Central legislations provide stringent punishments, including imprisonment. Once the involvement of a student(s) is established in ragging, offending fellow students/staff, harassment of any nature to the fellow students/staff etc. the student(s) will be liable to be dismissed from the Institute, as per the laid down procedures of the UGC / Govt. /Institute. Senior students at the Institute shall give an undertaking every year co-signed by their parents/ guardians before Registration for the odd semester of the academic year.
- Students are required to conduct themselves with decorum both inside and outside the campus and not indulge in activities that may adversely affect the prestige and reputation of the Institute.
- Any act of indiscipline of a student reported to the HoI/HoD will be referred to a Discipline Committee constituted for the purpose. The Committee will inquire into the charges and recommend further action, including removal from the University if the charges are substantiated. The student concerned may appeal to the Vice- Chancellor, whose decision will be the final.

17. Grievance Redressal System

To redress the grievances of the students, there is a grievance redressal mechanism in GITAM. The student may apply online in case of any grievances. Click here to submit a grievance. The student should fill in the essential details on the form and then select "Academic grievance". The student can submit grievances related to the following:

1. Grades, exam procedures, excused absences, class policies
2. Academic advising
3. Faculty performance or faculty behaviour
4. Course content, teaching methodology, etc.
5. Academic probation, suspension, etc.
6. Academic integrity and the Honor Code
7. Marks memos, PCMG, credits, degree award, etc.
8. Class availability, timings, etc.
9. Online, distance education, MOOCs etc.
10. Any other (specify clearly)

17.1. Supporting documents upload (if any)

If the student has any documental evidence to support the claim, then upload the necessary documents with proper file names and references in chronological order of dates and events.

18. Academic Bank of Credits

Academic Bank of Credits (ABC) is an academic service mechanism as a digital/virtual/online entity established and managed by MHE/UGC to facilitate students to

become their academic account holders. It paves the way for seamless student mobility between or within degree- granting Higher Education Institutions (HEIs) through a formal system of credit recognition, credit accumulation, credit transfers and credit redemption to promote distributed and flexible teaching-learning. ABC provides mobility within and across various programmes, subject to meeting the admission eligibility criteria.

18.1. Implementation of the ABC scheme

GITAM is recognized by UGC, MHRD as a Category -I, deemed to be University and approved by NAAC with an A++ grade. Hence, GITAM is eligible to get registered under the ABC scheme.

18.1.1. Minimum number of credits to be secured at GITAM

The candidate who wishes to pursue any programme in GITAM and opts to utilize the credits earned in other Institutes through the ABC scheme should acquire at least 50% of the minimum number of credits in the chosen programme from GITAM. In addition, the candidate should ensure the completion of the minimum number of credits in the core subjects as specified in the programme's curriculum.

18.2. Validity of stored credits in ABC

The regulations in force will determine the validity of the credits earned at GITAM or any other HEI.

18.3. ABC-Grievance Redressal Mechanism

GITAM will set up a Grievance Redressal Mechanism for the issues/appeals related to ABC. This mechanism will address the issues right from the start of course registration to the transfer of credits from respective institutes to the ABC.

18.4. Admission in individual courses

GITAM supports the admission in individual courses to the students pursuing UG and PG programmes in other HEI's participating in ABC, subject to the available vacancy in each course. The first priority for Registration in each course will be given to GITAM students. At the end of adding/dropping the course registration period, based on the availability of the vacancy in each course, the programme coordinator will permit the Registration of courses to the students other than GITAM on the first cum first serve basis. The candidate needs to pay the required course fee within the due date to confirm the course admission. The course fee depends on the course credits, type of course (lab, theory, theory cum lab etc.) and the department/Institute which offers the course. GITAM has audio-visual facilities, e-resources, virtual classrooms, studios, high bandwidth internet connectivity to support ODL/online courses and individual course registration.

Definitions

Academic Council: It is the principal academic body of the University and is responsible for maintaining standards of education, teaching and learning, research, evaluation and shall exercise other academic duties and functions conferred, subject to the provisions to the Memorandum of Association, Rules, and Bylaws.

Academic Year: Two consecutive (one odd + one even) semesters constitute an academic year.

Add/Drop Period: The period during which the students can make modifications to the registered courses. They can add additional courses or drop the courses already registered.

Audit Course: A student who registers for audit course(s) shall be eligible to take examinations provided the attendance requirement of the course unit is duly certified by the Head of Department/Constituent Unit to have been met. The audit course(s) shall be shown in the final Grade sheets /Marks sheets under a distinct head of –Audit Course(s). However, a student shall not be entitled for any credits for such course(s).

Bachelors/Undergraduate degree: An academic degree that is given to a student by a college or University, upon the successful completion of course duration and curriculum.

Board of Studies (BoS): It is the academic body at the Department/Institute level constituted to advise and report to the Academic Council on all matters related to education, teaching and learning, research, evaluation, curriculum development, introduction of new programmes, and all other academic-related issues.

Class: It is defined as a unique combination of course-slot-faculty.

Continuous Evaluation: Assessments conducted during the course Period.

Core Course: There may be a Core Course in every semester. This is the course which is to be compulsorily studied by a student to complete the requirement of a programme.

Course Credit: A credit is a unit that gives weighting to the value, level, or time requirements of an academic course taken at a school or other educational institution.

Course registration: Course registration means registration for each course that the students opt to study in a semester.

Course: A course is an individual subject in an academic term led by one or more instructors.

Dean: A person with academic authority over a specific School in the University

Directorate of Academic Affairs: Academic Affairs is the administrative office in an educational institution that supervises a wide range of educational divisions at a University. This office plays a lead role in curriculum design and implementation.

Grade Card: Based on the grades earned, a certificate shall be issued to all the registered students after every semester. The grade certificate will display the course details (code, title, number of credits, grade secured) and SGPA of that semester and CGPA earned till that semester.

Programme: An academic programme grants a degree in a specific discipline or specialization. Each programme comprises of certain types of courses, duration, and the minimum number of credits. Upon the fulfilment of requirements, an academic degree is awarded in that programme. Example: B.Tech Programme, B.Sc. Programme, MBA programme etc.

Registration Period: The period during which students register for courses at GITAM every semester.

Semester End Examination: Assessments conducted at the end of the semester.



ANNEXURES

Annexure – I: List of Undergraduate Programmes in the School of Technology

S. no	Name of the Programme	Mode of Delivery	Duration
1.	B.Tech. Aero Space Engineering	Regular	4 Years
2.	B.Tech. Biotechnology	Regular	4 Years
3.	B.Tech. Biomedical Engineering	Regular	4 Years
4.	B.Tech. Civil Engineering with Computer Application	Regular	4 Years
5.	B.Tech. Computer Science and Engineering	Regular	4 Years
6.	B.Tech. Computer Science and Engineering (Artificial Intelligence and Machine Learning)	Regular	4 Years
7.	B.Tech. Computer Science and Engineering (Cyber Security)	Regular	4 Years
8.	B.Tech. Computer Science and Engineering (Data Science)	Regular	4 Years
9.	B.Tech. Electrical and Computer Engineering	Regular	4 Years
10.	B.Tech. Electronics Engineering (VLSI Design and Technology)	Regular	4 Years
11.	B.Tech. Electronics and Communications Engineering	Regular	4 Years
12.	B.Tech. Mechanical Engineering	Regular	4 Years
13.	B.Tech. Robotics and Artificial Intelligence	Regular	4 Years

Annexure – II: Course and Credit Distribution: Undergraduate programmes in Technology

S. No	Course Category	Number of Credits	
		Computer Science and Engineering	Core Engineering
1	University Core (UC)	19	19
2	Faculty Core (FC)	55	53
3	Program Core (PC)	50	49
4	Program Electives (PE)	12	15
5	Open Electives (OE)	24	24
	Total	160	160

Annexure – III : University Core Courses – UG in Technology

Sl No	Course Code	Course Title	Grade	Credits	Remarks
1.	LANG1241	Communicative English - I	Letter Grade	2	
2.	LANG1251	Communicative English - II	Letter Grade	2	
3.	LANG1201	Critical Thinking	Letter Grade	2	
4.	CLAD1041	Art of Persuasive Communication	Letter Grade	1	
5.	CLAD1051	Competence in Communication	Letter Grade	1	
6.	CLAD1061	Life Skills	Letter Grade	1	
7.	CLADXXXX	Soft Skills - 4	Letter Grade	1	
8.	IENT1051	Fundamentals of Entrepreneurship	Letter Grade	2	
9.	ENVS1003	Environmental Studies	Letter Grade	3	
10.	POLS1051	Indian Constitution	Letter Grade	1	
11.	FINA1081	Personal Financial Planning	Pass/Fail	1	MOOC- Mandatory course
12.	PHPY1011	Gandhi and the contemporary world	Pass/Fail	1	MOOC- Mandatory course
13.	DOSP1181	Yogasana	Pass/Fail	1	Students can choose any one - Mandatory course & * MOOC
	MFST1002	Health and Wellbeing *	Pass/Fail	1	
	DOSPXXXX	Sports	Pass/Fail	1	
	DOSLXXXX	Community Service	Pass/Fail	1	
	DOSLXXXX	Club Activity	Pass/Fail	1	

Annexure - IV



GANDHI INSTITUTE OF TECHNOLOGY AND MANAGEMENT (GITAM)
(Deemed to be University)
Visakhapatnam | Hyderabad | Bengaluru

MEDICAL LEAVE OF ABSENCE (FORM – A) FOR MINOR ILLNESS/INJURY

PART-A: Student Details

Name of the student	:				
Registration Number	:				
Department	:				
Programme Pursuing	:		Year of Admission	:	
Institute	:		Campus	:	
Mobile Number	:		E-mail ID	:	

PART-B: Parent/Guardian Details

Name of the Parent/Guardian	:				
Address for Communication	:				
Mobile Number	:		E-mail ID	:	

PART-C: Details of Medical Leave of Absence

Details of Sickness or Injury			
Date of Commencement of ML		Possible Date of Return	
Total Number of days			

DECLARATION

I hereby declare that the information provided about my sickness/Injury is true and accurate on the dates shown above. I acknowledge that false information will result in disciplinary action.

Date:

Signature of the Student

I agree the above fact and his/her leave on the above said days with my knowledge. I know that my ward must have secured a minimum of 75% of overall attendance which is eligible for appearing University Theory/Practical examinations.

Date:

Signature of the Parent/ Guardian

Annexure - IV



GANDHI INSTITUTE OF TECHNOLOGY AND MANAGEMENT (GITAM)
(Deemed to be University)
Visakhapatnam | Hyderabad | Bengaluru

**MEDICAL LEAVE OF ABSENCE (FORM - B) TO AVAIL ACADEMIC BREAK
PART-D: Medical Authorization**

About Medical Condition of the student		
Authorization		
I affirm that the information regarding Medical Leave and the student's medical condition is true and accurate to the best of my knowledge. I authorize to process the request for Medical Leave.		
Name of the Medical officer	:	
Designation	:	
Signature	:	
Date	:	

Signature of Faculty Advisor	Specific Remarks
Name: Designation:	
Signature of the HoD/HoI	
Signature of the Dean/Campus in Charge	

Annexure - V



GANDHI INSTITUTE OF TECHNOLOGY AND MANAGEMENT (GITAM)
(Deemed to be University)
Visakhapatnam | Hyderabad | Bengaluru

LEAVE OF ABSENCE PART-A: Student Details

Name of the student	:				
Registration Number	:				
Department	:				
Programme Pursuing	:		Year of Admission	:	
Institute	:		Campus	:	
Mobile Number	:		E-mail ID	:	

PART-B: Parent/Guardian Details

Name of the Parent/Guardian	:				
Address for Communication	:				
Mobile Number	:		E-mail ID	:	

PART-C: Details of Personal Leave of Absence

Reasons			
Date of Commencement of PL		Possible Date of Return	
Total Number of days			

DECLARATION

I hereby declare that the information provided about my personal leave is true and accurate on the dates shown above. I acknowledge that false information will result in disciplinary action.

Date:

Signature of the Student

I agree the above fact and his/her leave on the above said days with my knowledge. I know that my ward must have secured a minimum of 75% of overall attendance which is eligible for appearing University Theory/Practical examinations

Date:

Signature of the Parent/Guardian